

SECTION: CLASSIFIED EMPLOYES

TITLE: PERSONNEL FILES

ADOPTED: MARCH 18, 1996

REVISED:

Lebanon School District

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1. Purpose	It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employe of the district.	4 5 6 7 8 9
2. Authority	The District shall develop and keep on file, in the District office, a personnel file for each employe. Each employe, upon notification of employment, shall be required to furnish pertinent information necessary for the effective administration of the District.	10 11 12 13 14 15 16 17 18
3. Definition	The term "personnel file" is defined to include the following records and/or information: the employment application; wage or salary information; notices of commendation, warnings or discipline; authorization for a deduction or withholding of pay; fringe benefit information; leave records; employment history; job title; dates of changes; retirement records; attendance record; performance evaluations; professional certificates, transcripts of credits and grades; retirement and social security records; health records; and such other records and information the Superintendent may require. The term "personnel file" shall not include records of an employe relating to the investigation of a possible criminal offense; letters of reference; documents which are being developed or prepared for use in civil, criminal or grievance procedures; medical records; materials which are used by the employer to plan for future operations or information available to the employe under the Fair Credit Reporting Act.	19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42
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4. Access

A regularly employed employe shall have the right to review the contents of his/her personnel file upon making a request to the Superintendent or his/her designee. No separate personnel file, which is not available for the employe's inspection, shall be established.

The District shall make the personnel file available during the regular business hours of the District office, when sufficient time is available during the course of a regular business day, provided that the records may only be inspected during times when the employe is not assigned to job responsibilities, duties, or other activities.

The employe shall be required to sign a statement stating s/he has inspected the personnel file and the date of inspection.

In the event there is a question regarding the identity of the person requesting access to a personnel file, the District shall require a written request for access to the file. Such request may require the person seeking access to state what particular part of the personnel file it is desired to inspect and the purpose of the inspection. In order to avoid disclosure to ineligible individuals, the District may require any additional identification necessary to confirm identity.

5. Security and Safety

Employes may not remove their files, or any part of their files from the District office. Employes are entitled to take notes, but may not mark or otherwise change or alter the records in the personnel file.

Inspection of the files shall be done only in the presence of the designated District employe.

The District must allow sufficient inspection time, commensurate with the volume content of the file.

Records contained in the file may not be photocopied, except with the consent of the District.

The personnel file is a District file and as such, the property of the District. The Superintendent or his/her designee will make sole determination of the contents of the file.